**Queen’s University Belfast**

**Nomination Form for Visiting Scholar**

Please read the procedures for the conferral of Visiting Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

**All sections of the form must be completed.**

Please submit the application to happresearch@qub.ac.uk at least two weeks in advance of the proposed commencement date of the title.

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| **Section A: Nominating School** |
| **Nominating School in Queen’s University** |  |
| **School Contact Details for Queries** | **Name:** |
| **Email address:** |
| **Nominating Centre in School in Queen’s University (if applicable)** |  |
| **Centre Contact Details for Queries (if applicable)** | **Name:** |
| **Email address:** |
| **Member of University Academic Staff with Whom the Candidate will be Working** |  |

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| **Section B: Nomination Type**  |
| **New / Renewal** (delete as applicable) |

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| **Section C: Proposed Duration of the Title** (normally up to 3 years at a time – should be linked to funding where appropriate) |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section D: Candidate’s Personal Details** |
| **Title**  | **Professor/Dr/Mr/Ms/Miss/Mrs or Specify Other**(delete as applicable) |
| **First Name** |  |
| **Surname** |  |
| **Postal Address for Correspondence** |  |
| **Email Address** |  |
| **Has the Candidate ever been an employee of Queen’s? Yes/No** (delete as applicable) Note: if yes, the staff number should be provided.**Candidate’s Staff Number:** Staff Numbers will be used to verify details. **If a current staff member at Queen’s, confirm End Date of Employment** (dd/mm/yyyy)**:**Must be prior to the start date of the Visiting Title |
| **Has the Candidate ever been a Registered Student of Queen’s? Yes/No** (delete as applicable)Note: If yes, the student number should be provided.**Candidate’s Student Number:** Student Numbers will be used to verify details.**If a current student at Queen’s, confirm Date of Graduation** (dd/mm/yyyy)**:** Must be prior to the start date of the Visiting Scholar Title  |

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| **Section E: Immigration Information** |
| **A copy of the Candidate’s passport must be provided with the form. If the candidate is from outside the UK/EU/EEA but has existing permissions to be in the UK, this documentation should also be provided to be verified by International Staff Support (People and Culture).** **If the Candidate does not have existing permission, International Staff Support will get in touch directly with the Candidate to provide support. Those candidates from outside UK / EU / EEA and without an existing valid visa will not be issued an ID card until a visa has been verified.**Check box to confirm that the Candidate’s passport and other relevant documentation is attached[ ]  |
| **Please list the proposed dates that the candidate will visit Queen’s (if different from the duration of the title specified in Section C):** |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section F: Candidate’s Current Employment Details** |
| **Post** |  |
| **Name and Address of Employer** |  |

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| **Section G: Candidate’s Academic Qualifications** |
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| **Degree** | **Class** | **University** | **Date Awarded\*** |
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| **Section H: Candidate’s Research Experience** |
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| **Institution/Organisation** | **Position Held** | **Dates** |
| **From** | **To** |
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| **Section I: Proposed Research Collaboration** |
| **Description of the Proposed Research Collaboration with the School** |
| **Source of Funding** (e.g. self, SPUR funds) |  |
| **Will the Candidate be Paid for Work from a Queen’s Account during the duration of the title?** Note: If yes, salaried staff should be processed by People and Culture, and agency or casual workers should be processed by the School, not through a Visiting Title.  | **Yes/No** (delete as applicable)  |
| **Will the Candidate be a Registered Student at Queen’s during the duration of the title?** Note: If yes, the candidate is ineligible for a Visiting Title | **Yes/No** (delete as applicable)  |
| **If this person will be engaged in any activity with children and/or vulnerable adults, the School must comply with the relevant safeguarding measures set out in the University’s Safeguarding Children and Vulnerable Adults Policy. Please see:**<http://www.qub.ac.uk/hr/LegalServicesUnit/SafeguardingChildrenandVulnerableAdults/> |

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| **Section J: Recommendation (For completion by the Head of School)** |
| I recommend that the title Visiting Scholar be conferred on the above candidate. **Name of Signatory:** (Head of School)**Signature**  **Date** |
| Please submit the nomination to egp@qub.ac.uk. This form must be submitted at **least two weeks in advance of the proposed commencement date of the title**. Retrospective forms will be processed from the date of receipt in Academic Affairs. Please note this could create issues with visas, employers and insurance. |

**Using Personal Information**

The personal data we collect in respect of the Visiting Title (VT) nomination will be used in support of the following lawful purposes (or part thereof):

* Assessing the nomination for conferral of a VT, in the context of associated procedures and criteria for conferral
* Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the VT
* Providing details of VT holders to the University’s Honorary Titles Group, on request, as part of the University’s governance requirements
* Notification to any regulatory authority deemed as lawful and correct

By consenting to this nomination, the nominee is giving us permission to perform these actions.

The University’s Privacy Notice in respect of Visiting Titles can be accessed at: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>